

**DRAFT**  
**EMS ADDITIONS, CHANGES and COST IMPACT TO HUMAN RESOURCES**  
**POLICIES**

**SECTION I-INTRODUCTION**

**1.03-Definitions (Addition to Definitions)**

**Emergency Medical Services (EMS) Position**

**Those employees who work in the division of the Leon County Board of County Commissioners that provide and/or support first response, basic and advanced life support medical services, support and transport. Employees in these position have the right of grievance and appeal.**

**PRN**

**A position in EMS, that works on an "as needed" basis, without a set schedule, for an indefinite period of time, and is not benefits eligible.**

(Addition to listing of positions)

**1.05 Division Directors**

**EMS Chief**

**EMS Medical Director**

**1.06.2 Senior Management Service Positions (not including Division Directors)**

**EMS Deputy Chief**

**EMS Operations Supervisor**

**EMS Training and Quality Manager**

**1.06.3 Emergency Medical Services**

**EMS Supervisor**

**EMS Coordinator**

**106.4 Emergency Medical Technician**

**Emergency Medical Technician**

**Emergency Medical Technician**

**Emergency Medical Technician (EMT)**

**Supply Technician**

## SECTION II-EMPLOYEE CONDUCT

### 2.07 Smoking Cross-reference County Policy #93-17, Section 2.10.

At no time are lighted tobacco products allowed in a Leon County facility.  
Additional guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 2.12 Dress Code

#### Policy Statement:

It is the intent of this policy that work attire should complement the Leon County Core Values which reflect a customer oriented and professionally operated organization. In order to balance the County's image with the employee's freedom to make his or her own wardrobe choices, casual business wear will be acceptable in the office environment during regular business hours. A division's policy may vary based on safety regulations (see County Policy #93-5), the tasks they perform, and the customers they serve.

#### Guidelines:

The general parameters for casual business wear include using good judgment about what to wear during work days. Casual business wear means comfortably fitting, clean, neat clothing, in good condition, that communicates a professional attitude. Dress standards apply to both women's and men's attire.

The following items are inappropriate for office wear: apparel typically worn to the beach or for work in the yard or gym; clothing that is excessively revealing (that exposes areas of the body such as the midriff or chest); flip-flops; garments meant to be worn as underwear; T-shirts; or clothing with text endorsing gang membership, obscenity, illegal activities, or alcohol or tobacco.

Additional guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

## SECTION III-RECRUITMENT, SELECTION AND APPOINTMENT

### 3.04 Medical Examination

Applicants/employees may be required, prior or subsequent to their employment, to undergo a medical examination to determine fitness to perform the duties of the position.  
Additional guidelines for EMS applicants/employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 3.05 Probationary Period

A Career Service or EMS person employed on a full or part-time basis, shall serve a probationary period. The probationary period should be considered the "working test" portion of the evaluation process. It shall be utilized to closely observe the employee's work, determine suitability for continued employment and for ensuring the most effective adjustment of an employee to the position.

The probationary period shall be six (6) months in duration, unless extended.

## SECTION IV-CLASSIFICATION PLAN

NO CHANGE

## SECTION V-PAY PLAN

### 5.01 Contents

The procedure for establishment, maintenance, and administration of an equitable pay plan shall be applicable to all positions. The salary schedules shall include the minimum and maximum rates of pay for all skill levels. For EMS, in addition to the salary schedule, the pay plan includes shift differentials and Special Pays. The guidelines for EMS shift differentials and special pays can be found in the Emergency Medical Services Standard Operating Guidelines Manual. When an employee reaches the ceiling of a salary range they are "re-circled" and receive no additional pay increases until the pay grade schedule raises the maximum above the employee's salary or through other Board action.

### 5.02 Administration

The Human Resources Division shall maintain the salary schedule which includes the EMS shift differentials and special pays. This includes conducting a general salary survey which recommendations may be made to adjust the schedules. The Board shall consider prevailing pay rates and fringe benefits within the

When presented to the Board, the Pay Plan shall constitute the County's pay schedule for all positions, EMS shift differentials and special pays shall become

### 5.06 Annual Salary Adjustment

Applicable to Career Service positions only.

The Human Resources Director will recommend to the County Administrator, for approval by the Board, any adjustments in the salary structure or segments of the salary structure and levels of such adjustments.

Senior Management, Executive Support and EMS salary increases will be determined annually by the County Administrator.

### 5.11 Overtime

The established work week is forty (40) hours within a seven (7) day period, Saturday through Friday. Overtime is calculated at 1-1/2 times an hour on hours worked over the established workweek. All overtime work must have prior authorization by Department/Division Director or designee. Not securing this authorization may result in disciplinary action.

Workers' Compensation Leave and Administrative Leave are "paid leave", not "hours worked". They will not be counted toward overtime.

Leave time earned and used is recorded daily on the Official time sheet (See Appendix H1 & H2) for Career Service and Executive Support, and EMS Service employees. For Senior Management Service employees, time used is recorded on the Official Leave/Compensation Request Form. (See Appendix H3)

Compensation for overtime shall be administered by the following guidelines:

Executive Service and Senior Management employees are not eligible for overtime compensation.

Career Service, and Executive Support and EMS Service employees in exempt positions, according to F.L.S.A., shall not be eligible for overtime compensation. However, if overtime is worked, compensatory leave credits equal to the overtime hours worked shall be granted. The maximum accumulation is 80 hours. Additional accumulation can only be extended with the approval of the County Administrator.

Career Service and Executive Support Service employees in non-exempt positions, who are authorized to work overtime, shall be granted either time off or cash compensation at the rate of one and one-half (1-1/2) hours for each overtime hour worked. For Career Service and Executive Support Service employees, cash compensation for overtime worked at the rate of one and one-half (1-1/2) times the regular hourly rate of pay. *EMS employees in non-exempt positions, who are authorized to work overtime, shall be paid for overtime worked at a rate of one and one-half (1-1/2) times that employee's regular hourly rate of pay. EMS employees are not eligible for compensatory leave unless approved by the County Chief.*

Cash compensation for overtime may only be granted when actual hours of work exceed forty (40) hours during the workweek. Holidays, however, shall be considered as hours worked for purposes of this section.

If overtime is authorized using compensatory leave only, employees must be notified before the overtime is worked. Every effort should be made to schedule such leave at the earliest possible date. Requests for compensatory leave shall be made on an Official Leave/Compensation Request Form or on the Official time sheet.

**5.12 On-Call, Stand-By and Call-Out Pay (Will apply to EMS employees)**

Employees in positions which provide "emergency" service on a recurring basis may volunteer or be designated "on-call" during other than normal working hours. Employees in such "on-call" status are expected to be constantly available in order to respond immediately to the need for their services. Such employees shall receive "ON-CALL" pay consisting of a weekly premium in an amount designated by the Board, and shall be paid for the time worked.

When an emergency requires employees not scheduled for "ON-CALL" duty to be in preparedness status to come to work upon call, they are considered to be on "STAND-BY", and are compensated according to the established "ON-CALL" premium amount. Should these employees' status move from ON-CALL or STAND-BY into "CALL-OUT", or should any employee with no prior notice be called out, they are compensated from the time of the call and provided a minimum of two hours worked. Compensation differs between normal weekday (Monday thru Friday), weekend (Saturday & Sunday) and Holiday.

On-Call pay is \$10.00 per day, \$15.00 per weekend day and \$20.00 per Holiday. (Weekend days are defined as Saturday and Sunday.) Should the employee be called out, a minimum of two (2) hours pay will be granted

**5.13 State of Emergency Pay**

When the County Administrator (or designee) declares a "state of emergency" and employees are excused from their duties, they are granted Administrative Leave (see Section 7.19). Employees required to work, while Board offices are closed and other staff are on approved Administrative Leave, will be compensated as follows:

Emergency Service employees will receive: (1) pay equal to one and one-half times their regular rate of pay for the time they are required to work during the "state of emergency"; (2) pay equal to their regular rate of pay for the time they would have been on Administrative Leave for their scheduled work day.

Non-emergency service employees will receive compensatory leave credits on an hour for hour basis (in accordance with the Leon County Pay Plan) for the time they are required to work during the "state of emergency".

Employees classified as Senior Management, Executive Support, Executive Service or EMS will receive no additional compensation.

D. Employees who are on previously scheduled Annual Leave or Sick Leave will have these "Emergency" status hours converted to Administrative Leave.

## 5.15 Payroll

Each Department/Division is required to keep an accurate account of all hours worked and leave used by career service employees on the official time sheet. All leave taken must be documented on a Leave/Compensatory Request Form for Senior Management Service employees and the official time sheet for Career Service and Executive Support Service and EMS employees.

Pay checks are distributed on Thursday at 10:00 a.m. for the bi-weekly payroll and at 10:00 a.m. on the morning of the next to the last business day of the month for the monthly payroll. Paychecks are distributed on Fridays for bi-weekly EMS employees.

Pay checks may be direct deposited into any banking institution. Contact the Finance/Payroll office to set up direct deposit.

## SECTION VI-BENEFITS NO CHANGE

## SECTION VII-ATTENDANCE AND LEAVE

### 7.01.1 Flextime/Staggered Work Hours

Flextime/staggered work hours allow employees to work around traffic congestion, school and day care schedules, etc., when it is not in conflict with the County's operations. While it is desirable to accommodate the work schedule of employees when possible, the operational needs of the County must come first. Supervisors shall ensure that a sufficient number of employees are at their work stations during normal hours to perform routine work functions and provide services to the public. Because of individual work assignments, supervisors and employees may be subject to special restrictions being applied to their work schedules. Flextime may not be an option. Additional guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 7.02 Attendance and Time Records

Finance/Payroll Division shall maintain complete and accurate attendance and

time records. Department/Division Directors shall be responsible for forwarding all associated attendance and leave to Finance/Payroll Division. Bi-weekly timesheets are due in to the Finance/Payroll Division by 10:30 a.m. on Monday following the end of the bi-weekly pay period. Monthly timesheets are due in to the Finance/Payroll Division by 10:30 a.m. on the 22nd of the month or by 10:30 a.m. the preceding Friday, if the 22nd falls on a weekend or a holiday. Notification of exceptions requiring early timesheet turn-in will be made when necessary. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 7.03 Attendance Standards

In order to ensure the efficiency and productivity of County operations, regular attendance and arriving at work on time are requirements of continued employment. As a general guideline, over a period of not less than six (6) months, an average of over eight (8) hours a month is excessive time missed from work for whatever reason (except as noted below), regardless of whether the absences are excused, unexcused, paid or unpaid. Absences due to Disability Leave, Parental Leave, Compensatory Leave, Administrative Leave or Annual Leave, all of which have been scheduled and approved in advance shall not be counted against this standard. Lengthy periods of well documented illness, as well as other unusual circumstances, will be considered in the context of the overall attendance and employment record in applying this standard. Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 7.04 Notification Requirement

If an absence is unavoidable, employees are required to notify their immediate supervisor of such absence no later than the beginning of their work shift. Excessive absenteeism, tardiness, and failure to notify supervision of an absence are grounds for disciplinary procedures.

Three (3) successive work days missed without notifying a supervisor shall be considered abandonment of one's position and shall be grounds for automatic termination.

Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.

### 7.05 Holidays

Holidays shall be designated by the Board of County Commissioners. A Career Service employee normally scheduled to work on the designated holiday shall be paid for that holiday as if he or she normally worked that day at his or her rate of pay. When the actual holiday falls on a Career Service employee's scheduled work day, the holiday shall be observed on the actual holiday instead of the designated holiday. Should the designated holiday fall on a normal workday of a full time Career Service employee, the employee shall be paid for an additional eight (8) hours at his or her rate of pay on that holiday. When work schedules are adjusted by mutual agreement between employees and County Administration, Holiday Pay will be based on a 40 hour workweek. An employee who is not on approved paid leave, and fails to report on the scheduled workday before or after a holiday, shall not be paid for the holiday in proportion to their hours regularly worked during the week.

A Paramedic, Emergency Medical Technician, System Controller or Supply Technician who works on a designated Holiday will be paid time double time for working on the Holiday for all hours worked on the Holiday. If an employee works the actual holiday instead of the observed holiday, then the

employee will be paid double time for working on the actual holiday and regular time for working the observed holiday.

If an employee is not scheduled to work on the actual Holiday, the employee will receive an additional 8 hours of EMS Special Leave to use at a later date. Additional guidelines are found in the Emergency Medical Services Standard Operating Guidelines Manual.

#### 7.06 Swing Holiday

One Three "Swing Holidays" each year may be scheduled at the employee's convenience, subject to the following provisions:

Upon completion of six (6) months of service, employees become eligible for ~~one~~ three Swing Holiday during the remainder of the calendar year. Employees with six (6) or more months of service become eligible for a new Swing Holiday each January 1. Part-time employees are entitled to a prorated Swing Holiday. Temporary (O.P.S.) employees are not eligible for Swing Holiday. EMS full time employees will be eligible for 24 hours of swing holiday every calendar year.

The Swing Holiday may be scheduled at any time throughout the calendar year, but may not be carried over into the next calendar year. Approval of the holiday is required in advance and is subject to work needs and management approval. A request for the Swing Holiday shall be submitted in advance to the employee's immediate supervisor on the official Leave Compensation Form for Senior Management Service employees and on the official timesheet for Career Service and Executive Support, and EMS Service employees. While supervisors will attempt to accommodate employee desires in scheduling this holiday, the final approval will be reserved for management. Compensation for Swing Holiday is handled the same as Holiday Pay.

7.08 [REDACTED] is responsible for maintaining records of Swing Holiday

Eligibility for Executive Support and EMS employees ( who normally work 2080 hours annually) annual leave shall be allowed on the following basis:

A. Eight (8) hours per calendar month effective upon employment.

B. Ten (10) hours per calendar month after completion of five (5) years service.

C. Twelve (12) hours per calendar month after completion of ten (10) years service.

D. Fourteen (14) hours per calendar month after completion of fifteen (15) years service.

E. Sixteen (16) hours per calendar month after completion of twenty (20) years service.



**EMS employees (Paramedic, EMT, Supply Technician and System Controller) who are normally scheduled to work in excess of 2080 hours annually will earn annual leave accrual per calendar month on a prorated bases based on the shift/annual hours worked and the following schedule:**

**Monthly Accrual:**

Years of Service	12 Hour Shift Day/Night	9 Hour Shift 5 Days/Week	12 Hour Shift 4 Days/Week	24 Hour Shift
Upon Employment	8.5	9	10	11
After Completion Of:				
5 Years	10.5	11	12	14
10 Years	12.5	13.5	14	17
15 Years	15	16	17	
20 Years	17	18	19	22

**7.09 Request for Annual Leave**

A request for annual leave shall be submitted to the employee's immediate supervisor on the official Leave/Compensation Form for Senior Management Service employees and the official timesheet for Career Service and Executive Support Service employees. (The official Leave/Compensation Form can be used as an internal document to request leave in advance.) Annual leave of four (4) days or more should be requested as soon as possible, but not less than two (2) weeks in advance. Leave may be taken only after approval of supervisor. Approval or disapproval of request for three (3) days or less will be given within the same day. Requests for four (4) or more annual leave days should be given within two working-days.

When annual leave has been granted and a County emergency occurs requiring the employee's services associated with leave travel plans which are not reimbursable, the employee shall be required to return to work. **Guidelines for EMS employees are found in the Emergency Medical Services Standard Operating Guidelines Manual.**

**Annual Leave for Less Than One Day**

**Executive Service:**

It is not required that a member of the Executive Service complete a leave form for time less than one full day of absence.

**Senior Management Service:**

Supervisors may adjust work schedules for a Senior Management Service member who is absent less than one full day. The intent of this practice is by exception and not to be considered general practice. The supervisor is responsible for monitoring the practice and documenting any abuse of this privilege. In cases of abuse, the Senior Management Service member will be required to complete a leave form for time less than one full day of absence.

**Executive Support Service, Career Service and EMS:**

Leave sections of the official time sheet must be completed by members of Executive Support Service, Career Service and EMS for all times of absence from work

**7.12 Sick Leave Accrual**

**EMS employees who are normally scheduled to work in excess of 2080 hours annually will earn sick leave per calendar month on a prorated bases based on the shift/annual hours worked and the following schedule:**

**Monthly Accrual:**

12 Hour Shift	9 Hour Shift	12 Hour Shift	24 Hour Shift
Day/Night	5 Days/Week	4 Days/Week	
8.5	9	13	11

**7.13 Uses of Sick Leave**

Illness, disability, injury, pregnancy, childbirth, adoption, medical or dental appointments and care of employee's immediate family are valid uses of sick leave. An employee on leave is allowed to convert such leave to sick leave when the employee is ill or injured and proper documentation is submitted to Human Resources.

When requesting sick leave for immediate family illness, the person who is ill or injured, or the nature of the illness or injury, must be identified.

An employee who is absent from work and wishes to request sick leave shall submit an official Leave/Compensation Form in advance, when possible. Otherwise, the employee shall notify his or her supervisor at the usual reporting time, and then upon returning to work, the employee shall immediately submit to the supervisor an official Leave/Compensation Form for Senior Management Service and employees or fill out the leave section of the official timesheet for Career Service, or Executive Support or EMS Service employees. Failure to do so may result in a loss of pay for the absence.

A Supervisor may require a medical statement from a physician for use of sick leave when a pattern of abuse is indicated. Human Resources attendance records are monitored

by supervisors and the Human Resources Division , for compliance with established attendance standards (See Attendance Standards in this section).

Use of sick leave under false pretenses, or non-compliance with attendance standards, may be grounds for disciplinary actions up to and including termination.

## 7.19 Administrative Leave

Administrative Leave is "paid leave" and will not be considered for the purposes of overtime calculation.

Approval of administrative leave is limited to an amount necessary to bring the employee to full pay (40 hours of work in the work week or pro-rated for part time employees). In no case can the approval of administrative leave cause the employee to exceed the number of hours s/he is normally scheduled in the work week. (The only exception is for those employees required to work during "state of emergency" situations, please reference Section 5.13).

Administrative Leave may be authorized for the following reasons:

- A. Court - An employee who is summoned as a member of a jury panel or is subpoenaed as a witness, not involving personal litigation, shall be granted leave with pay. EMS employees who are subpoenaed as a witness for another employer will not receive Administrative Leave and will not be paid by Leon County for the time served in court. Employees shall not be reimbursed by the County for meals, lodging, or travel expenses incurred while serving as a juror or witness. The employee shall be required to submit a copy of the summons or subpoena when requesting this type of administrative leave.

## SECTION VIII - EMPLOYEE POSITIONS

### Paramedic Positions

The positions of Paramedic and Emergency Medical Technician (EMT) have been designated as fluid positions. The designation of a position as a Paramedic or EMT may be determined by the certification held by the incumbent or designated candidate for hire. When employees who are EMT's receive their Paramedic certification, their titles and grades will be changed to that of Paramedic subject to budget availability and the approval of the Chief of EMS. It is the responsibility of the EMT who has the Paramedic certification to notify the EMS Chief of their new status and provide the required documentation. The effective date of the change will be the date of approval by the EMS Chief.

## SECTION IX-EMPLOYEE PERFORMANCE APPRAISAL

NO CHANGE

## SECTION X-DISCIPLINE

### 10.02 Administration of Discipline

The immediate supervisor has the authority to give an oral or written warning and effectively recommend to the appropriate authority other disciplinary action. In cases of fighting, threat or use of weapon on the job, the possession of illegal substance, intoxicant or abuse of county property, the supervisor has the authority to suspend immediately. The authority to administer all other disciplinary action is vested with the Department Director, Division Director, County Administrator or their designees. The immediate supervisor must make recommendations. Disciplinary action should be administered in a progressive manner.

### 10.04 Application of Disciplinary Action to Offenses

The severity of any disciplinary action should be related to the gravity of the offense, the employee's work and discipline record, length of County service, and past County practice in similar cases. When employees are disciplined for the same or similar offenses, the disciplinary action should be progressive.

### 10.05 Guidelines for Disciplinary Action for First Offenses

Listed below are guidelines for disciplinary action involving first offenses. The list is not intended to be exhaustive nor are the suggested actions for any offense required. The circumstances of each case shall govern the disciplinary action.

#### A. Misconduct Normally Resulting in an Oral Warning

##### 1. Absenteeism;

Failure to perform assigned duties properly or in a timely manner.

Failure to notify supervisor of absences.

Failure to follow documented office practices, procedures and protocol.

#### B. Misconduct Normally Resulting in a Written Warning for First Offense

1. Absenteeism without authorized leave;

2. Offensive conduct or abusive language;

3. Improper use of County equipment;

4. Leaving assigned work station without permission, when responsibility mandates a presence; and

5. Abuse of sick leave.

**C. Misconduct Normally Resulting in Suspension for First Offense**

1. Flagrant violation of safety rules, resulting in a dangerous situation;
2. Insubordination; (i.e. including but not limited to intentional failure or refusal to carry out directive from supervisor(s))
3. Sleeping on the job;
4. Fighting;
5. Inappropriate conduct resulting in a violation of County policy
6. Discrimination.

**D. Misconduct Normally Resulting in Termination for First Offense**

1. Conviction of a felony;
2. Abuse or theft of County property;
3. Willfully making false statements about the County or its employees;
4. Falsification of records such as, but not limited to, time and attendance, employment history, travel vouchers;
5. Illegal acceptance of gratuities;
6. Possession or use of intoxicants or controlled substances on the job;
7. Violence leading to the injury of another or destruction of County property;
8. Abandonment of job (three successive work days missed without notification to supervisor); and
9. Threat or use of weapon on the job;
10. Violation of EMS Medical Protocols
11. Sexual Harassment, Workplace Harassment or Workplace Violence
12. Discrimination

**10.08 EMS Medical Control Authorization**

Paramedics and Emergency Medical Technicians (EMTs) are certified by the State of Florida and are required to work under the supervision of the Leon County EMS Medical Director (Medical Director). The Medical Director has full authority either to permit or not permit a Paramedic or EMT to operate under his/her supervision. Should a Paramedic or EMT fail to maintain appropriate certification under Chapter 401, Florida Statutes, fail to comply with standards not consistent with the most recent Basic National Standard Curricula for EMT and Paramedic programs or fail to comply with Medical Protocols adopted by the Medical Director, then the Paramedic or EMT may be terminated from employment.

## SECTION XI-GRIEVANCE PROCESS

### 11.02 Grievance Process

A grievance can be filed for work-related dissatisfaction. Grievances cannot be filed due to administrative policy, disciplinary oral warnings or performance evaluations (unless it is alleged that the evaluation was based on factor(s) other than performance).

Employees have the right to consult with representatives or counsel of their own choosing throughout the Grievance process. However, all meetings shall be limited to County Employees and/or those invited by the standing Grievance Committee.

Any Career Service or EMS employee having successfully completed the probationary period may grieve.

Temporary and probationary employees may pursue grievances only to the Division Director level.

An employee who voluntarily separates from County employment waives the right to initiate or process a grievance.

A grievance form with the appropriate steps to be taken is available to any Career Service or EMS employee from the supervisor or the Human Resources Division.

A grievance process must be initiated within five (5) days of the grievable action.

### 11.03 Grievance Committee Make Up

The grievance committee is made up of seven ~~(7)~~ eight (8) Leon County employees from each of the following divisions:

1 - Service Class Member	1 - Service Class Member
1 - Technical Class Member	1 - Technical Class Member
1 - Paraprofessional Class Member	1 - Paraprofessional Class Member
<u>1 - EMS Class Member</u>	

Each member shall serve in this capacity for a period of one year.

## SECTION XII-SEPARATION

### 12.02 Termination

Prior to termination of any regular Career Service or EMS employee, the employing Department/Division Director shall give the employee written notice and an opportunity for conference.